

Blaine House Conference on Natural Resource-based Industries

Hosted by Governor John E. Baldacci

November 17, 2003
Augusta Civic Center

Exhibitor Guidelines

ATTENDING RELATED CONFERENCE EVENTS

- **KEYNOTE:** All exhibitors are invited to attend the keynote speech.
- **LUNCH:** Your exhibitor registration will include 2 lunch tickets.

BADGES FOR ADMISSION

All exhibitor staff must wear badges to be admitted.

BOOTH SIZE AND ACCESSORIES

All booths measure 10' wide x 8' deep. The booths will be decorated with burgundy back panel drapes with grey panel sides. Each booth will include an 8' draped & burgundy skirted table, 2 chairs and one 110 volt outlet. Additional booth accessories may be ordered on the Exhibitor Contract.

CANCELLATIONS

Cancellations must be received in writing. Cancellations received prior to October 27 will forfeit 25% of the total space cost. No refunds will be issued for cancellations received after November 3.

DISMANTLING YOUR EXHIBIT

No exhibit in whole or part may be dismantled prior to the close of the Conference at 6:15 PM on November 17. All exhibits must be dismantled and removed from the exhibition area no later than 7:00 PM on November 17.

ELECTRICITY & OTHER SPECIAL EQUIPMENT NEEDS

110V electrical service is provided as part of the booth fee to each 10' x 8' booth space. Exhibitors may order additional electrical service for an additional fee. 208V electrical service is also available for an additional fee to a limited number of booths. All electrical requirements should be ordered on the Exhibitor Contract. **Please bring your own extension cords, power strips, and surge protectors.**

Some equipment such as VCRs, televisions, easels, etc. is available for rent from the Civic Center. Please indicate your needs on the Exhibitor Contract.

EXHIBIT HOURS

The exhibit area hours are from 11:00 AM – 6:15 PM.

HOTEL ACCOMMODATIONS

A special room rate of: \$43.99 per room plus tax is available at Motel 6 (18 Edison Dr 622-3776); and \$49.95 per room plus tax at Best Inn (65 Whitten Rd 622-3776). This special rate is available until November 1st. When making your reservations please mention the Blaine House Conference.

INSURANCE

All exhibitors are encouraged to provide their own insurance rider against damage, loss, or theft. Check with your insurance company about coverage during the transport, installation, operation and dismantling of your exhibit.

INTERNET CONNECTION

Internet access can be ordered for your booth for \$100. Please contact Dana Colwill at the Augusta Civic Center (626-2405) to make arrangement for access and payment.

OPERATING YOUR EXHIBIT

Booths must be staffed at all times. All activities must be contained within the booth assigned to your company; video monitors must be viewed within your exhibit space, not from the aisles. Loud speakers and other disruptive tactics are not allowed. Exhibitors should keep their exhibit area tidy; packing materials should be stored out of sight and all trash should be disposed of properly -- please be considerate of your neighbors. In accordance with Augusta Civic Center regulations, if your product is food, samples may be offered to attendees. Otherwise, food may not be served from your booth.

SECURITY

Although the Augusta Civic Center provides security, neither the Civic Center nor the Conference Organizers take responsibility for damage to any equipment before, during, or after Conference hours. Any theft or damage of equipment must be reported to the Civic Center security immediately.

SETUP

Exhibitors with booth confirmation will be admitted to the Civic Center at 9:00 AM. Exhibitors must first report to the Exhibitor Check-In Area before unloading. A limited number of dollies will be available. Exhibits must be ready by 10:30 AM.

No tacks, pins or staples may be used in curtains or skirting. No tape may be placed on the floor. Ask Augusta Civic Center staff for assistance.

SHIPPING AND STORAGE OF EXHIBITS

The Augusta Civic Center cannot store exhibits delivered before November 10. For this purpose, we recommend you call Allen's Transfer & Storage, 360 Civic Center Drive, Augusta, 800-439-2666 (in Maine) or 800-526-9936 (outside Maine) to receive and store all exhibit materials.

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Exhibit Space Contract

Each booth includes a 10' wide x 8' deep booth, 8' skirted & draped table, 2 chairs, and 1 electrical outlet. Internet service, audio visual, and other special equipment are available at an additional charge.

1. EXHIBITOR INFORMATION (Each separate entity must complete a contract)

Organization: _____

Contact Name (please print): _____

Signature: _____ Title: _____

Mailing Address: _____

Town, State, Zip: _____

Telephone: _____ Fax: _____

Contact's E-mail Address: _____

Organization Web Site Address: _____

2. SPACE RESERVATION

Please reserve ____ 10' x 8' booths I need **ELECTRICAL SERVICE** at my booth ____ 110 ____ 208

Assignment of booth space will be made on a first come, first served basis by October 20, 2003. Payment for booth space must be made in full prior to setup. Final confirmation of booth space will be mailed to you as soon as possible.

Cancellation of space must be received in writing. Cancellations received prior to October 27 will forfeit 25% of the total space cost. No refunds will be issued for cancellations received after November 3.

3. STANDARD BOOTH EQUIPMENT: *Each 10'w x 8'd booth includes one 8' skirted table, two chairs, and one 110v electrical outlet.* Please indicate below if you need this equipment.

____ Yes, I want an 8' skirted table at my booth. *No fee.*

____ Yes, I want two chairs at my booth. *No fee.*

____ Yes, I want one 110V outlet at my booth. *No fee.*

4. EXHIBITOR NAME BADGES (Please Print)

(Name)

(Title)

(Name)

(Title)

(Name)

(Title)

(Name)

(Title)

5. PAYMENT INFORMATION (Payment in FULL is required prior to booth setup)

____ Non-profit Exhibitor Booth = \$100 \$ _____
____ Small Business Exhibitor Booth (20 or fewer employees) = \$150 \$ _____
____ Exhibitor Booth (more than 20 employees) = \$200 \$ _____

Additional Booth Equipment

Tables..... extra table @ \$5\$ _____
Table Cover extra table cover @ \$5\$ _____
Table Skirt extra table skirt @ \$15\$ _____
Chairs extra chair @ \$1.25\$ _____
Carpeting..... 8 x 10 section @ \$40.....\$ _____
Sign hooks sign hooks (for sale, not rent) @ \$0.25\$ _____
Duct Tape..... roll (for sale, not rent) @ \$6\$ _____

AV Equipment

TV/VCR..... TV/VCR @ \$50\$ _____
Flip Chart flip chart @ \$15\$ _____
Easel..... easel @ \$10.....\$ _____

Electrical Service and Equipment

Additional 110V outlet outlet @ \$10.....\$ _____
208V single phase outlet..... outlet @ \$50.....\$ _____
208V triple phase outlet..... outlet @ \$50.....\$ _____
15' Household cord cord (for sale, not rent) @ \$4.....\$ _____
25' Grounded cord cord (for sale, not rent) @ \$6.....\$ _____
2' Adapter cord cord (for sale, not rent) @ \$12.....\$ _____

TOTAL PAYMENT NOW DUE \$ _____

NOTE: Internet access is available @ \$100. Contact Dana Colwill, Augusta Civic Center (626-2405) to arrange.

Please make check or purchase order out to "Blaine House Conference" and mail to Great Gatherings LLC, PO Box 9005, Augusta ME 04338 or fax to 207-622-6228.

Credit Card Payments: Charge to _____ VISA _____ MC Card # _____
Exp Date ____/____/____ Cardholder's Name as shown on card _____
Signature _____ Authorized amount charged to your card: \$ _____

I understand that I and my company are solely responsible for all products, materials, and/or equipment we use in our exhibit at the Blaine House Conference on Natural Resource-based Industries. I will abide by the rules & regulations set forth by Exhibit Management and the Augusta Civic Center.

My company and I understand that we must pay all outstanding booth payments by November 17, 2003, prior to set up; and that we will reimburse the Augusta Civic Center for any damage we may cause to the facility as a result of our participation.

I agree not to break down my booth before 6:15 PM on November 17, 2003.

Authorized Signature: _____ Date: _____

Printed Name: _____

Please mail completed contract and payment in full to:
Great Gatherings LLC, PO Box 9005, Augusta ME 04338 or fax to 207-622-6228.

Questions?? Call Susan MacPherson at Great Gatherings LLC 622-5330 or email GreatGather@aol.com.